

MINUTES OF REGULAR MEETING  
SUGAR CITY COUNCIL  
THURSDAY, FEBRUARY 10, 2022

Presiding: Mayor Adams

Meeting Via Internet and at City Hall Convened at 6:30 p.m.

Prayer: Mayor Adams

Pledge of Allegiance: Councilwoman Fogle

Present at City Hall and Online: Mayor Steven Adams; Councilors Joy M. Ball, Glenn Dayley, Connie Fogle and Catherine Nielsen; Clerk-Treasurer Wendy McLaughlin; Deputy Clerk-Treasurer Bonnie Brosius; Public Works Director Arlynn Jacobson; City Building Inspector and P&Z Administrator Quinton Owens; Planning & Zoning Chairman Dave Thompson; Community Development Specialist Kurt Hibbert; City Attorney Chase Hendricks; WIPFLI Senior Audit Manager Theresa Flannery; Citizens Don Harris, Jim Martin, Toby Pinnock, and others who may have joined electronically but not identified.

**CONSENT AGENDA:**

**MOTION:** It was moved by Councilwoman Ball and seconded by Councilwoman Nielsen to approve the Consent Agenda; motion carried.

**WIPFLI AUDIT REPORT:** Senior Audit Manager Theresa Flannery presented the annual audit to the council summarized below:

- No single audit for Federal grants necessary
- Positive net balance of \$179,791
- Infrastructure Grant should be listed as a liability instead of revenue since the money was received before expenses
- Interfund Cash Allocation Accounts adjusted to show accumulated savings to the General Fund for payroll the General Fund is coving for the Utility Fund
- New Generally Accepted Accounting Principles GAAP reporting rules for leases
- Several items improved from last year
- Improve and continue accrual adjusting entries
- Improve and continue security training

**SALEM/TETON ANNEXATION REQUEST:** The council received and approved the annexation requests from certain property owners generally located around the perimeter of the City of Sugar City and the North Rexburg Interchange on US Highway 20 (see Attachment #1).

**MOTION:** It was moved by Councilwoman Nielsen and seconded by Councilwoman Fogle, as amended, to acknowledge receipt of six annexation requests specified on the attached map and to make them a part of the record; motion carried.

**PUBLIC COMMENT:** No report.

**LID #3 DELINQUENT PAYMENTS:** No report.

**PUBLIC WORKS REPORT:** Public Works Director Arlynn Jacobson reported on the following items:

**City Pickup Repair:** the electronic steering needs to be repaired at a cost of about \$2,000.

**Crosswalk Light Repair:** the crosswalk light on the corner of South Austin and Center has been repaired and waiting for the solar panel.

**New Backhoe Lease:** the city received a new backhoe on lease which was delivered Monday.

**Well #5 Update:** the tank is almost drained completely in preparation for the new liner this spring. The SCADA system is now working properly and the landscaping is near completion with only a few things left.

**PLANNING & ZONING REPORT:** Dave Thompson reported on the following items:

**Comprehensive Plan/Code:** Mr. Thompson reported that the commission is working on the final for the Comprehensive Plan and code changes.

**Area of Impact:** the commission is also working on expanding the area of impact around Sugar City.

**New Developers:** New developers are looking at some large project ideas which would benefit Sugar City.

**New County Zoning Near Sugar City:** the county recently changed zoning adjacent to the city's area of impact. There is some concern that the city is not involved as it would like to be.

#### **GENERAL BUSINESS:**

**Planning and Zoning Appointment Term Limits:** Service terms were set for newly appointed commissioners:

- Paul Jeppson – December 2022
- Sam Lines – December 2022
- Tyler Hoopes – December 2022 (existing service term)
- Dan Mecham – Summer 2022
- Tyson Harris – December 2023
- Matthew Nott – December 2024
- David Fluckinger – December 2024

**MOTION:** It was moved by Councilman Dayley and seconded by Councilwoman Ball, to approve the service terms; motion carried.

**Resolution No 2021-6 Revision (P&Z Commission and Design Review Board Compensation):** Councilwoman Nielsen will work with City Attorney Chase Hendricks in drafting a new proposal for the Planning and Zoning and Design Review members. A supplies reimbursement was also discussed.

**Revisit Dark Sky, Open Space, and Buffering/Landscaping Ordinances:** The council revisited the ordinances passed at the last council meeting since there were questions regarding the approved changes. The documents attached to this council packet were reviewed and accepted as correct. The Open Space documents will be presented at a later meeting to allow time to complete the approved changes.

**CALENDARED ITEMS:**

**DARK SKY ORDINANCE NO. 372\_2022:** The council approved to move the Dark Sky Ordinance forward with changes entitled:

“AN ORDINANCE OF SUGAR CITY, IDAHO CREATING A CHAPTER 11, TITLE 9 OF THE SUGAR CITY CODE TO BE REFERRED TO GENERALLY AS THE “DARK SKY ORDINANCE”: ESTABLISHING REGULATIONS FOR OUTDOOR LIGHTING IN ALL ZONES; DEFINING AND EXEMPTING FROM CONFORMANCE CERTAIN FIXTURES AND LIGHTING APPLICATIONS; PROHIBITING CERTAIN FIXTURES AND LAMP TYPES; ADOPTING STANDARDS FOR LAMP COLOR TEMPERATURE, GLARE AND LIGHT TRESPASS, ILLUMINATION LEVEL, POLE MOUNTING HEIGHT, AND SIGN ILLUMINATION. ADOPTING LIGHTING CURFEWS FOR COMMERCIAL AND INDUSTRIAL OUTDOOR LIGHTING FIXTURES AND SIGNS, PROVIDING A CONFORMANCE SCHEDULE FOR EXISTING FIXTURES. REPLACE ALL LIGHTING STANDARDS WITH A REFERENCE TO THE STANDARDS CONTAINED HEREIN, REPEALING ALL OTHER ORDINANCES, RESOLUTIONS OR PARTS THEREOF IN CONFLICT HERewith; AND ESTABLISHING AN EFFECTIVE DATE THAT IS SIX MONTHS SUBSEQUENT TO THE DATE OF ORDINANCE ADOPTION. EXISTING LIGHTING SHALL BE EXEMPT FROM THIS UNLESS IT SURPASSES A THRESHOLD OF 150% OVERAGE FROM THIS ORDINANCE.”

It was moved by Councilwoman Ball and seconded by Councilwoman Nielsen to adopt this ordinance. Thereupon, the clerk called roll upon the motion.

Those voting aye: Councilors Ball, Dayley, Fogle, and Nielsen

Those voting nay: None

Ordinance No. 372\_2022 was thereupon declared by the mayor to have been duly passed by not less than two-thirds of the council. The clerk will publish Ordinance No. 372\_2022 in summary or full immediately in at least one issue of the *Standard Journal*, a newspaper published in the city of Rexburg, Madison County, Idaho.

**BUFFERING/LANDSCAPING ORDINANCE NO. 373\_2022:** The council approved to move the Buffering/Landscaping Ordinance forward with changes entitled:

AN ORDINANCE OF SUGAR CITY, IDAHO CREATING IN TITLE 8, A NEW CHAPTER 8 ESTABLISHING LANDSCAPING AND BUFFERING STANDARDS IN ALL ZONES EXCEPT FOR R1, R2, AND R3; DEFINING AND EXEMPTING FROM CONFORMANCE CERTAIN LANDSCAPING AND BUFFERING PRACTICES; PROHIBITING CERTAIN LANDSCAPING AND BUFFERING TYPES; ADOPTING STANDARDS FOR LANDSCAPING MATERIALS, TREE AND SHRUBBERY PRESERVATION, STREET TREE STANDARDS, DEFINING SUBSTANTIAL EXPANSION THRESHHOLDS, FRONT YARD LANDSCAPING FOR NONRESIDENTIAL USES, LANDSCAPING FOR VEHICULAR USE AREAS, MAINLY PARKING AREAS, LANDSCAPING OR SCREENING FOR SERVICE STRUCTURES, REQUIRED BUFFERING SETBACKS,

FENCES, AND OUTLINING AN ALTERNATIVE EQUIVALENT COMPLIANCE PROCESS. COMPLIMENTS ALL LANDSCAPE AND BUFFERING REQUIREMENTS AS AMENDED TO THE STANDARDS CONTAINED HEREIN. REPEALING ALL OTHER ORDINANCES, RESOLUTIONS OR PARTS THEREOF IN CONFLICT HERewith.

It was moved by Councilwoman Ball and seconded by Councilwoman Nielsen to adopt this ordinance. Thereupon, the clerk called roll upon the motion.

Those voting aye: Councilors Ball, Dayley, Fogle, and Nielsen

Those voting nay: None

Ordinance No. 373\_2022 was thereupon declared by the mayor to have been duly passed by not less than two-thirds of the council. The clerk will publish Ordinance No. 373\_2022 in summary or full immediately in at least one issue of the *Standard Journal*, a newspaper published in the city of Rexburg, Madison County, Idaho.

#### **MAYOR AND COUNCIL REPORTS**

**Historic Preservation Commission:** The commission will meet again on Wednesday, February 16, 2022. They are seeking public feedback on the possibility of reprinting “The Sweetest Little Town”. Digital and physical copies are available at city hall for review. The copyright will be checked out.

Councilwoman Ball made a motion for adjournment with the council’s recommendation. Meeting adjourned at 8:00 p.m.

Signed: \_\_\_\_\_  
Steven Adams, Mayor

Attested: \_\_\_\_\_  
Wendy McLaughlin, Clerk-Treasurer



Sugar City

#1  
Attachment #1

## REQUEST FOR ANNEXATION AND ZONING APPLICATION

Submittal Received: \_\_\_\_\_ Application #: \_\_\_\_\_  
Submittal Approved by: \_\_\_\_\_ Receipt Date: \_\_\_\_\_  
Plan Review Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**Application Filing Fee \$500**

☒ **Fee Waived by City Council**

Owner: \_\_\_\_\_ Applicant Representative (if applicable): \_\_\_\_\_  
Name: BURNS HOLDINGS LLC Name: KIRK BURNS  
Address: 2385 GALLATIN AVE Address: P.O. BOX 1864  
City, State, Zip: IDAHO FALLS, ID 83402 City, State, Zip: 83403-1864  
Phone: 208-524-4000 Phone: (208) 524-4000  
Email: KIRK@BURNSCONCRETE.COM Email: LINDA@BURNSCONCRETE.COM

Do you own the property or have the owner's consent? Yes ☒ No ☐

**Site Location:** Legal Description (Parcel Number(s): RP06N40E070525 TAX 5711  
LESS Tax 5713 (State HWY R-O-W) and RP06N40E071813, Parcel #1813 FROM TAX  
22 07-06-40. Two contiguous tracts: the First of 2.8481 Acres, and the Second,  
41.3502 Acres. See Attachment # 1 and Attachment #2 for associated legal  
description and Map.

Is the property within, or part of, an approved subdivision? NO

Requested Zoning: Highway Commercial (C-3).

In addition to the above, the following information must accompany this application:

1. Consent to Annexation completed and recorded with Madison County Recorder.

I hereby acknowledge that I have read this application, and state that the above information is correct, and that this shall serve as my written request for annexation of the lands described herein pursuant to Idaho Code 50-222 and 67-6525.

Applicant's Signature: [Signature] Date: 01/27/2022

Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City of Sugar City  
PO Box 56  
Sugar City, Idaho 83448



Sugar City

## REQUEST FOR ANNEXATION AND ZONING APPLICATION

Submittal Received: \_\_\_\_\_ Application #: \_\_\_\_\_  
Submittal Approved by: \_\_\_\_\_ Receipt Date: \_\_\_\_\_  
Plan Review Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**Application Filing Fee \$500**

☒ **Fee Waived by City Council**

Owner: \_\_\_\_\_ Applicant Representative (if applicable): \_\_\_\_\_  
Name: SHANE AND LUCIA BALL Name: \_\_\_\_\_  
Address: 2776 N SALEM HWY Address: \_\_\_\_\_  
City, State, Zip: REXBURG, ID 83440 City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

Do you own the property or have the owner's consent? Yes ☐ No ☐

Site Location:

Legal Description (Parcel Number(s): RP06N40E082834, TAX 13 08-06-40.  
RP06N40E082401, TAX 21 08-06-40.

Is the property within, or part of, an approved subdivision? NO

Requested Zoning: Transitional Agriculture.

In addition to the above, the following information must accompany this application:

1. Consent to Annexation completed and recorded with Madison County Recorder.

I hereby acknowledge that I have read this application, and state that the above information is correct, and that this shall serve as my written request for annexation of the lands described herein pursuant to Idaho Code 50-222 and 67-6525.

Applicant's Signature: Val Ball Date: 1-6-22

Representative's Signature: Val Ball Date: 1-6-22



# Sugar City

## REQUEST FOR ANNEXATION AND ZONING APPLICATION

Submittal Received: 12-23-21 Application #: \_\_\_\_\_  
Submittal Approved by: \_\_\_\_\_ Receipt Date: 12-23-21  
Plan Review Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Application Filing Fee **\$500**

☒ Fee Waived by City Council

Owner:	Applicant Representative (if applicable):
Name: <u>SUN GLO OF IDAHO CORP</u>	Name: <u>Cade Crogo</u>
Address: <u>PO Box 300</u>	Address: <u>2029 E 700N</u>
City, State, Zip: <u>SUGAR CITY, ID 83448</u>	City, State, Zip: <u>Sl. Anthony, ID, 83445</u>
Phone: <u>208 356-7346</u>	Phone: <u>208 313 6320</u>
Email: <u>CadeCrogo12@gmail.com</u>	Email: <u>CadeCrogo12@gmail.com</u>
Do you own the property or have the owner's consent? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Site Location:

Legal Description (Parcel Number(s)):

RP06N40E080004, TAX 1; LESS RR & TAX 92, 08-06N-40E NE4

Is the property within, or part of, an approved subdivision? NO

Requested Zoning: Transitional Agriculture

In addition to the above, the following information must accompany this application:

1. Consent to Annexation completed and recorded with Madison County Recorder.

I hereby acknowledge that I have read this application, and state that the above information is correct, and that this shall serve as my written request for annexation of the lands described herein pursuant to Idaho Code 50-222 and 67-6525.

Applicant's Signature: [Signature] Date: 12/23/2021  
Representative's Signature: [Signature] Date: 12/23/2021



# Sugar City

#4

## REQUEST FOR ANNEXATION AND ZONING APPLICATION

Submittal Received: \_\_\_\_\_ Application #: \_\_\_\_\_  
Submittal Approved by: \_\_\_\_\_ Receipt Date: \_\_\_\_\_  
Plan Review Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Application Filing Fee \$500

☒ Fee Waived by City Council

Owner: \_\_\_\_\_ Applicant Representative (if applicable): \_\_\_\_\_

Name: Garry Jeppesen Name: \_\_\_\_\_

Address: 654 Eaglewood Dr Address: \_\_\_\_\_

City, State, Zip: Rexburg, ID 83440 City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Do you own the property or have the owner's consent? Yes ☐ No ☐

Site Location: \_\_\_\_\_

Legal Description (Parcel Number(s)): RPSUGCA0087243

Is the property within, or part of, an approved subdivision? \_\_\_\_\_

Requested Zoning: \_\_\_\_\_

In addition to the above, the following information must accompany this application:

1. Consent to Annexation completed and recorded with Madison County Recorder.

I hereby acknowledge that I have read this application, and state that the above information is correct, and that this shall serve as my written request for annexation of the lands described herein pursuant to Idaho Code 50-222 and 67-6525.

Applicant's Signature: [Signature] Date: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City of Sugar City  
PO Box 56  
Sugar City, Idaho 83446





# Sugar City

## REQUEST FOR ANNEXATION AND ZONING APPLICATION

Submittal Received: 12-23-21 Application #: \_\_\_\_\_  
Submittal Approved by: Cey Receipt Date: 12-23-21  
Plan Review Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Application Filing Fee \$500

☒ Fee Waived by City Council

Owner: \_\_\_\_\_ Applicant Representative (if applicable): \_\_\_\_\_  
Name: BRED, INC Name: Brent Barrus (President)  
Address: 226 E 3rd S Address: P.O. Box 51  
City, State, Zip: Sugar City, ID 83448 City, State, Zip: Sugar City, ID 83448  
Phone: 208-313-0351 Phone: 208-313-0351  
Email: brent1971@gmail.com Email: brent1971@gmail.com

Do you own the property or have the owner's consent? Yes ☒ No ☐

Site Location: \_\_\_\_\_

Legal Description (Parcel Number(s):

**RP06N40E090362;**

Is the property within, or part of, an approved subdivision? NO

Requested Zoning: Transitional Agriculture

In addition to the above, the following information must accompany this application:

1. Consent to Annexation completed and recorded with Madison County Recorder.

I hereby acknowledge that I have read this application, and state that the above information is correct, and that this shall serve as my written request for annexation of the lands described herein pursuant to Idaho Code 50-222 and 67-6525.

Applicant's Signature: Brent Barrus Date: 12-23-2021

Representative's Signature: Brent Barrus Date: 12-23-2021



# Sugar City

## REQUEST FOR ANNEXATION AND ZONING APPLICATION

Submittal Received: \_\_\_\_\_ Application #: \_\_\_\_\_  
Submittal Approved by: \_\_\_\_\_ Receipt Date: \_\_\_\_\_  
Plan Review Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Application Filing Fee **\$500**

☒ Fee Waived by City Council

Owner: \_\_\_\_\_ Applicant Representative (if applicable): \_\_\_\_\_  
Name: K & J Holding LLC Name: \_\_\_\_\_  
Address: 123 N. 2300 E Address: \_\_\_\_\_  
City, State, Zip: St. Anthony, ID 83445 City, State, Zip: \_\_\_\_\_  
Phone: 208-390-0109 Phone: \_\_\_\_\_  
Email: docbauer1@gmail.com Email: \_\_\_\_\_

Do you own the property or have the owner's consent? Yes ☒ No ☐

Site Location: \_\_\_\_\_

Legal Description (Parcel Number(s)): RP06N40E033000  
\_\_\_\_\_  
\_\_\_\_\_

Is the property within, or part of, an approved subdivision? NO

Requested Zoning: \_\_\_\_\_

In addition to the above, the following information must accompany this application:

1. Consent to Annexation completed and recorded with Madison County Recorder.

I hereby acknowledge that I have read this application, and state that the above information is correct, and that this shall serve as my written request for annexation of the lands described herein pursuant to Idaho Code 30-222 and 67-6525.

Applicant's Signature: Ken [Signature] Date: 1/6/22

Representative's Signature: \_\_\_\_\_ Date: 1/6/22

K & J Holding member

City of Sugar City  
PO Box 56  
Sugar City, Idaho 83448

